

दूरभाष/Phone : 25367033/35/36/37/41  
25366650, 1800111150  
ई-मेल/ E-mail : [admin@nmc.org.in](mailto:admin@nmc.org.in)  
वेबसाइट/ Website : [www.nmc.org.in](http://www.nmc.org.in)

पॉकेट -14, सेक्टर-8, द्वारका,  
फेस-1, नई दिल्ली-110077  
Pocket- 14, Sector- 8, Dwarka,  
Phase - 1, New Delhi-110077

राष्ट्रीय आयुर्विज्ञान आयोग  
**NATIONAL MEDICAL COMMISSION**

F.No. A-12034/03/2021/NMC/ADMIN

Date: 4<sup>th</sup> February, 2022

To,

1. All Ministries/Departments of Government of India
2. All State Governments/Union Territory Governments
3. Armed Forces Medical Services Headquarters
4. The Office of Controller General of Accounts
5. All Directors, AIIMS
6. Director, Postgraduate Institute of Medical Education & Research, Chandigarh
7. Director, Jawaharlal Institute of Postgraduate Medical Education & Research, Puducherry
8. All Central Government Medical Colleges

Subject: - Filling up of various posts of National Medical Commission and its four Autonomous Boards on deputation basis – regarding

Madam/Sir,

The undersigned is directed to say that National Medical Commission (NMC), a statutory body set up by an Act of Parliament (National Medical Commission Act, 2019), proposes to fill up the various posts in its headquarters and its four Autonomous Boards at New Delhi on deputation basis. The details of the posts, qualifications and experience prescribed and other terms and conditions are as specified in the Annexures. The terms and conditions of appointment on deputation shall be governed as per the guidelines/orders/instructions issued by the Department of Personnel and Training, Government of India. It may please be noted that the National Medical Commission is not covered for allotment of residential accommodation from the Directorate of Estates. The Commission also does not have facility for residential accommodation of its own. However, the employees who will be joining on deputation will be entitled for HRA as per Central Government rules.

2. It is requested to give wide publicity within your ministry/department and organisations under your ministry/department and forward the applications in the prescribed proforma enclosed along with attested copies of ACRs/APARs for the last five years, vigilance clearance and cadre clearance of eligible candidates whose services could be placed at the disposal of the National Medical Commission and its four Autonomous

Contd...2/-

दूरभाष/Phone : 25367033/35/36/37/41  
25366650, 1800111150  
ई-मेल/ E-mail : [admin@nmc.org.in](mailto:admin@nmc.org.in)  
वेबसाइट/ Website : [www.nmc.org.in](http://www.nmc.org.in)

पॉकेट -14, सेक्टर-8, द्वारका,  
फेस-1, नई दिल्ली-110077  
Pocket- 14, Sector- 8, Dwarka,  
Phase - 1, New Delhi-110077

-2-

Boards in the event of their selection. It is further requested to circulate the same among the concerned Registrar of Universities, all Recognised Research Institutions, Public Sector Undertaking, Autonomous Bodies and Statutory organizations under your Ministry/ department. The applications should be sent through proper channel in an envelope superscribing the post applied for to the Under Secretary(Admn.), National Medical Commission, Pocket-14, Sector 8, Dwarka, Phase I, New Delhi-110077 so as to reach the Commission **on or before 4<sup>th</sup> March 2022**. In case of any change in the notice the same will be displayed on NMC Website and as such the interested officers are requested to see the NMC Website: [www.nmc.org](http://www.nmc.org) in regularly.

3. Applications received after the due date or without ACRs or otherwise found incomplete will not be considered.

4. Candidates who have applied earlier against the vacancy circular F.No. A-12034/03/2021/NMC/ADMIN of even no dated 10.12.2021 need not apply again. However, if any applicant wants to withdraw, modify or add further documents to his/her application, they may do so within the last date of submission of application.



(Samir Sinha)  
Under Secretary (Admn).

**Copy to:**

1. Joint Secretary (Medical Education), MoHFW, New Delhi with the request to upload this circular on the website of MoHFW.
2. Joint Secretary(Admn.), DoPT, with the request to upload this circular on the website of DoPT.
3. Joint Secretary(Admn.), Legislative Department/Department of Legal Affairs, with the request to upload this circular on their website.
4. Joint Secretary(Admn.), Ministry of Electronics and Information Technology with the request to upload this circular on their website.

### DETAILS OF THE POST

1.	Name of the Post	Member (Examination Cell)
2.	Number of Post	03
3.	Scale of Pay of the Post	Level 14 (Rs. 1,44,200 - 2,18,200) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or Armed Forces Medical Services or autonomous or statutory organization, PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) With five years service rendered after appointment to the post on a regular basis in Level 13 (Rs. 1,23,100 - 2,15,900) of Pay Matrix or equivalent in the present cadre or department; and</p> <p>(iii) Having ten years experience of administration, finance and vigilance matters.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be Not Exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	1. Plan and conduct National Exit Test (NEXT) as per NMC Act.

		<ol style="list-style-type: none"> <li>2. Make necessary logistics arrangements for smooth conduct of the examinations.</li> <li>3. Communicate important timelines and guidelines in regards to the conduct of NEET and NET to the relevant stakeholders.</li> <li>4. Any other matter/work assigned by competent authority.</li> </ol>
6.	Period of Deputation	Initially for 3 Years

### DETAILS OF THE POST

1.	Name of the Post	Senior Advisor
2.	Number of Post	08
3.	Scale of Pay of the Post	Level 14 (Rs. 1,44,200 - 2,18,200) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or Armed Forces Medical Services or autonomous or statutory organization, PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) With five years service in the post rendered after appointment to the post on a regular basis in Level 13 (Rs. 1,23,100 - 2,15,900) of Pay Matrix or equivalent in the present cadre or department; and</p> <p>(iii) Possessing MBBS from a recognised University with a Post Graduate medical degree.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be Not Exceeding 56 years as on the closing date of receipt of applications.</p>

5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Helping in work related to 4 autonomous Boards/NMC specified in the NMC Act.</li><li>2. Any other matter/work assigned by competent authority.</li></ol>
6.	Period of Deputation	Initially for 3 Years

### DETAILS OF THE POST

1.	Name of the Post	Advisor (Rating), MARB
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 12 (Rs. 78,800 - 2,09,200) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or Armed Forces Medical Services or autonomous or statutory organization, PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) With five years service rendered after appointment to the post on a regular basis in Level 11 (Rs. 67,700-2,08,700) of Pay Matrix or equivalent;</p> <p>(iii) Possessing Post Graduate Degree from a Recognised University or Institute; and</p> <p>(iv) Having at least 5 years of experience of quality control and rating of infrastructure and other facilities preferably medical/institutes/colleges or hospitals.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption</p>

		<p>shall be Not Exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: Qualification are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"> <li>1. Devise and establish quality procedures, standards and specifications for rating of medical colleges.</li> <li>2. Define quality procedures for assessment and ratings of the medical institutions.</li> <li>3. Set up and maintain controls and documentation procedures in regards to inspection of medical institutions.</li> <li>4. Review existing policies of assessment and rating medical institutions and make suggestions for changes and improvements.</li> <li>5. Any other matter/work assigned by competent authority.</li> </ol>
6.	Period of Deputation	Initially for 3 Years



### DETAILS OF THE POST

1.	Name of the Post	Deputy Secretary (Accounts & Finance)
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 12 (Rs. 78,800 - 2,09,200) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or Armed Forces Medical Services or autonomous or statutory organization, PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) From amongst Principal Accounts Officer or equivalent in Level - 11 (Rs. 67,700-2,08,700) of Pay Matrix with three years of regular service having experience of Finance, Accounts, Budget matters.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be Not Exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Ensure efficient and transparent management of NMC finances in line with recognized accounting/auditing standards and procedures.</li><li>2. Helps in maintenance of accounts and financial records and performing</li></ol>

		<p>financial procedures (receipts, payments, petty cash, payroll).</p> <ol style="list-style-type: none"> <li>3. Responsible for strategic financial planning, budgeting, MIS, taxation and day to day management of accounting and finance function.</li> <li>4. Give advice on administrative and financial matters.</li> <li>5. Manage performance of ledger accounting system, leading improvement and system enhancement work.</li> <li>6. Effectively organize and manage internal and external audits. Produce statutory accounts and other legal returns for NMC.</li> <li>7. Any other matter/work assigned by competent authority.</li> </ol>
6.	Period of Deputation	Initially for 3 Years

**DETAILS OF THE POST**

1.	Name of the Post	Deputy Secretary (Legal)
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 12 (Rs. 78,800 - 2,09,200) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or Armed Forces Medical Services or autonomous or statutory organization, PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post; or</p> <p>(ii) With three years of service rendered after appointment to the post on a regular basis in Level 11 (Rs. 67,700 - 2,08,700) of Pay Matrix and having experience of handling legal and legislative matters.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be Not Exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Provide legal support and advice on relevant legal issues to the commission.</li><li>2. Ensure compliance with the internal controls, statutory regulations and other formalities.</li><li>3. Keeping up with current changes on all relevant areas of laws and</li></ol>

		contributing to the enhancement of the knowledge base of the NMC's legal functions. 4. Any other matter/work assigned by competent authority.
6.	Period of Deputation	Initially for 3 Years

### DETAILS OF THE POST

1.	Name of the Post	Under Secretary (Legal)
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 11 (Rs. 67,700 - 2,08,700) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or Armed Forces Medical Services or autonomous or statutory organization, PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on a regular basis in the present cadre or department; or</p> <p>(ii) From amongst Section Officers (Legal) or equivalent in Level 8 (Rs. 47,600 - 1,51,100) of Pay Matrix with five years of regular service having at least three years' experience of handling legal/legislative matter.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be Not Exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Provide legal support and advice on relevant legal issues to the commission.</li><li>2. Ensure compliance with the internal controls, statutory regulations and other formalities.</li></ol>

		<p>3. Keeping up with current changes on all relevant areas of laws and contributing to the enhancement of the knowledge base of the NMC's legal functions.</p> <p>4. Any other matter/work assigned by competent authority.</p>
6.	Period of Deputation	Initially for 3 Years

### DETAILS OF THE POST

1.	Name of the Post	Accounts Officer
2.	Number of Post	02
3.	Scale of Pay of the Post	level 9 (Rs. 53,100 - 1,67,800) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) From amongst Assistant Account Officers or equivalent in level 8 (Rs. 47,600 - 1,51,100) of Pay Matrix with three years of regular service.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Supervision of work of accounts section at NMC.</li><li>2. Authorizing payments such as salary payable, pension, contingent bills etc.</li><li>3. Managing the finance receipts and bank guarantees of NMC.</li><li>4. Authorizing and arranging the payments to assessors and TA/DA</li></ol>

		<p>claim of officials and non-official members.</p> <ol style="list-style-type: none"> <li>5. Submission of various reports and returns in connection with GST, TDS etc. to respective authorities.</li> <li>6. Advising the commission on financial and accounting matters.</li> <li>7. Preparation of annual accounts of NMC and its trusts.</li> <li>8. Help with finance audit and attend to audit queries.</li> <li>9. Any other matter/work assigned by competent authority.</li> </ol>
6.	Period of Deputation	Initially for 3 Years



## DETAILS OF THE POST

1.	Name of the Post	Hindi Officer
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 8 (Rs. 47,600 - 1,51,100) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) From amongst Senior Hindi Translator or equivalent in level 7 (Rs. 44,900 - 1,42,400) of Pay Matrix with five years of regular service.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-a-versa, preferably of technical or scientific literature.</li><li>2. To acquaint officers and staff of NMC with the Official Language Act, Rules and other important orders relating to the implementation of Official</li></ol>

		<p>Language and to assist and help them in the implementation of the same.</p> <ol style="list-style-type: none"> <li>3. To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to 'Hindi Teaching Scheme and Official Language Policy' in NMC.</li> <li>4. To conduct inspection in the various sections on the progressive use of Official Language.</li> <li>5. Prepare action plans in accordance with the annual programme for the implementation of Official Language</li> <li>6. and to achieve the targets in implementation of Official Language.</li> <li>7. To prepare drafts, notes, write-up etc. for map, atlases &amp; other publication in Hindi.</li> <li>8. Any other matter/work assigned by competent authority.</li> </ol>
6.	Period of Deputation	Initially for 3 Years

### DETAILS OF THE POST

1.	Name of the Post	Assistant Accounts Officer
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 7 (Rs. 44,900 - 1,42,400) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officers of the Central Government or State Governments or Union territories or autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments; or</p> <p>(ii) From amongst Senior Accountants or equivalent in level 6 (Rs. 35,400 - 1,12,400) of Pay Matrix with five years of regular service.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Assist in work of accounts sections including but not limited to payments, receipts and maintenance of accounts.</li><li>2. Arranging payments such as salary payable, pension, contingent bills etc.</li><li>3. Maintain a proper record of accounting and receipts of NMC</li></ol>

		<p>received from colleges, students and other applicants.</p> <ol style="list-style-type: none"> <li>4. Arranging the payment of assessors and TA/DA claim of officials and non-official members.</li> <li>5. Preparation of bills and issue of cheque for payment.</li> <li>6. Accounting and submission of returns of TDS, GST, NPS etc.</li> <li>7. Any other matter/work assigned by competent authority.</li> </ol>
6.	Period of Deputation	Initially for 3 Years

**DETAILS OF THE POST**

1.	Name of the Post	Junior Hindi Translator
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 6 (Rs. 35,400 - 1,12,400) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>From amongst officials holding analogous post in the Central Government/ State Governments/ autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Translation work from English to Hindi and vice-versa of the various letters, orders, training material, annual reports, write up of maps and atlases, technical terminology used in various sections of NMC.</li><li>2. Assist Hindi Officer to deal in correspondence in other activities.</li><li>3. Assist Hindi Officer in connection with the implementation of O.L. Act and Rules</li></ol>

		4. Attend other duties as may be assigned.
6.	Period of Deputation	Initially for 3 Years

DETAILS OF THE POST

1.	Name of the Post	Accountant
2.	Number of Post	02
3.	Scale of Pay of the Post	Level 5 (Rs. 29,200 - 92,300) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officials of the Central Government/State Governments/Union territories or autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Assist in work of accounts sections including but not limited to payments, receipts and maintenance of accounts.</li><li>2. Arranging payments such as salary payable, pension, contingent bills etc.</li><li>3. Maintain a proper record of accounting and receipts of NMC received from colleges, students and other applicants.</li><li>4. Arranging the payment of assessors and TA/DA claim of officials and non-official members.</li></ol>

		<ol style="list-style-type: none"><li>5. Preparation of bills and issue of cheque for payment.</li><li>6. Accounting and submission of returns of TDS, GST, NPS etc.</li><li>7. Any other matter/work assigned by competent authority.</li></ol>
6.	Period of Deputation	Initially for 3 Years



### DETAILS OF THE POST

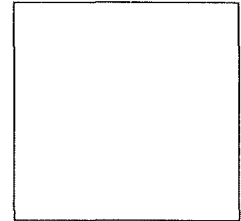
1.	Name of the Post	Librarian/ Assistant Librarian
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 5 (Rs. 29,200 - 92,300) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officials of the Central Government/State Governments/Union territories or autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. To manage the Documentation Centre of NMC composing of books, newspapers, CDs, satellite imageries &amp; aerial photographs and other documents &amp; should be responsible for its management including keeping records thereof.</li><li>2. Filing, indexing, cataloging, classifying and issuing of Books, other publications, records &amp; CDs.</li></ol>

		<ol style="list-style-type: none"><li>3. To assist the officers &amp; staffs in procurement of books &amp; other research materials.</li><li>4. Any other matter/work assigned by competent authority.</li></ol>
6.	Period of Deputation	Initially for 3 Years

**DETAILS OF THE POST**

1.	Name of the Post	Store Keeper
2.	Number of Post	01
3.	Scale of Pay of the Post	Level 4 (Rs. 25,500 - 81,100) of Pay Matrix
4.	Qualification, Experience and Age Limit prescribed for the post	<p>Officials of the Central Government/State Governments/Union territories or autonomous or statutory organisation or PSUs or Universities or Recognized Research Institutions:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or departments with one year experience in handling store and keeping accounts of the store.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment on deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none"><li>1. Procurement/ issue of store and maintenance of records thereof.</li><li>2. Responsible for keeping of stores accounts.</li><li>3. Responsible for all duties in respect of recording and indexing.</li><li>4. Attend other duties as may be assigned.</li></ol>
6.	Period of Deputation	Initially for 3 Years

**Proforma for application for post of**



1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For	
3.	Date of Birth (DD/MM/YYYY)	
4.	Initial date of appointment in Govt. service	
5.	Date of superannuation (DD/MM/YYYY)	
6.	Service to which you belong	
7.	Status of your present employer (Pl. specify whether central Govt./State Govt./ Autonomous / University/others)	
8.	Office address with Telephone No.	
9.	Residential Address with Telephone No.	
10.	Email Id:	
11.	Educational and other Qualifications possessed by the Officer	
12.	Experience as possessed by the Officer	
13.	Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and Work Experience of the post.	
14.	Details of employment in chronological order ( <b>If needed, enclose a separate sheet duly authenticated by your signature in the format given below:</b> )	
	Name of Office/ Institution	Post held on regular Basis
		From
		To
		Level in the Pay Matrix of the post held on regular Basis
15.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)	
	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held:	
16.	In case the present employment is held on deputation, please state:	
	a) The date of initial appointment.	
	b) Period of appointment	
	c) Name of the parent office/ organization.	

d) Name & Pay of the post held in substantive capacity in the parent organization:	
<p>NOTE: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>NOTE: Information under Column 16(c) &amp; 16(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>	
<p>Additional details about present employment: Please state whether working under</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organisation</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) others</li> </ul>	
17.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to: (i) additional academic qualification (ii) professional training and (ii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>

I have carefully gone through the vacancy circular / advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place: -

Signature:

Date: -

Name:

**(Certificate to be furnished by the Employer/Head of office/Forwarding authority)**

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified: -

- i. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/ Smt./Ms. \_\_\_\_\_
- ii. That his / her integrity is certified.
- iii. That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on his / her during the last ten years is enclosed (as the case may be)
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_  
Name and Designation \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Office Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.